HRS Onboarding Workflow

Hiring Verifications Workflow

Revised 04/2019
What is HRS Onboarding Workflow?

*It is an electronic hiring verification process*

You input the information & the system searches to see if the person you are hiring:

A. Has worked here or is currently working here and has current paperwork

B. Has worked here but needs updated paperwork, or

C. Has never worked here and needs all new paperwork.
Information you will need to complete the hiring verification:

1. M# also know as Banner ID #
   If they have worked in any capacity for MTSU and are a past or present student or enrolled but never attended, they should have a Banner ID. Please check Banner for the M#. If not, you can still proceed, and HR will assign the M# once the hiring paperwork is turned into HR.

2. T-org number and Home Department Org number for department they will be working for.

3. Personal email for potential employee.
Log into Workflow via Pipeline

Select Workflow
Select My Processes
Select HR Hiring Verification
Select “Start Workflow”

- These fields do not have to be filled in. This step simply creates a new workflow.

- Click OK
Click on Worklist. It may take a couple of minutes for the system to generate the information.
Select hiring check for...

- Click on your hiring check.
How to process when you have an M#: 

- Enter M#, T-org#, Home Dept. Org# (not budget index# and does not have a T in front of it), select type of employee.
- **It is crucial that the T-org be correct.** The system will not process your request if it is not.
- Click on **Complete.** If you click on Save & Close it will save the info but not run the process. If you click on Cancel it will not save the info.

Make sure there is not a space between the M and the numbers and that it is 9 characters long!

Default is Student Worker, click radio button for correct type.

**IT IS IMPERATIVE THAT THIS IS DONE CORRECTLY!!** TEMP HOURLY and GA EPAF CONTRACTS WILL NOT PROCESS IF YOU DO NOT SELECT THE CORRECT EMPLOYEE TYPE.

Do not use a Social Security number or the last 4 digits. If you are not sure if they have an M#, check Banner.
The Workflow will now go through the process of pulling up the M# for the originator to verify. It may take a couple of minutes for the system to generate the information.
WARNING: YOU WILL BE ABLE TO SEE ALL HIRING CHECKS SUBMITTED ACROSS CAMPUS. IF YOU CLICK ON A HIRING CHECK OTHER THAN YOUR OWN, THAT PERSON WILL NO LONGER BE ABLE TO SEE IT IN WORKFLOW. IF THAT HAPPENS, OR IF YOU CANNOT FIND ONE OF YOURS, CONTACT HRS.
Select Hiring Check for “employee”

For Graduate Assistant Employees – you will have an additional selection. You must select the type of GA you are hiring:

- Assistantship or Administrative Type
  - Research Assistantship
  - Teaching Assistantship
  - Administrative - Management
  - Administrative - Business and Financial Operations
  - Administrative - Computer, Engineering, and Science
  - Administrative - Community Service, Legal, Arts, and Media
  - Administrative - Library and Instructional Support

Click this Button and Complete below when you need to STOP Workflow
- WORKFLOW NOT NEEDED, PLEASE STOP.

- Complete
- Save & Close
- Cancel

Once selected, click “complete”
• Verify that the information in this screen is correct. If the employee has another email that is preferable, you can change it.
• Click on **Complete**.
• You are finished!!
It is very important to know the type of employee that you are hiring.

**Student**: someone taking classes at MTSU

**Temporary Hourly**: someone who is NOT taking classes at MTSU.

**Adjunct**: someone who is teaching classes but is not a full-time employee of MTSU.

**GA**: a student approved by Graduate Studies

**RA**: a student (residential) assistant for Housing

**PS**: Campus School Practium Supervisors
INVALID T-ORG

- Notice the message under the “Activity” heading:

- Click on the workflow and enter the correct T-org number and complete. It will not process past this point until you do.
HR website for T-org codes by alpha order or numerical order
Hiring a person who does not have an M#

Must be a valid T-org #

Default is Student Worker, click radio button for correct type.

IT IS IMPERATIVE THAT THIS IS DONE CORRECTLY!! TEMP HOURLY EPAF CONTRACTS WILL NOT PROCESS IF YOU DO NOT SELECT TEMPORARY HOURLY.
The Workflow will now go through the process of pulling up the M# for the originator to verify. However, anytime the M# is left blank, no employee can be identified and therefore you will always get the message that this individual must complete ALL hiring paperwork.

It may take a couple of minutes for the system to generate the information.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow</th>
<th>Activity</th>
<th>Priority</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Hiring Check for NOT FOUND NOT FOUND Submitted by G. Barrett</td>
<td>OBTAIN EMPL DATA</td>
<td>Normal</td>
<td>12-Sep-2016 12:48:22 PM</td>
</tr>
</tbody>
</table>

Click on this hiring check
When you click on the hiring verification in Worklist, it opens up this screen and the fields are enterable. This is where you will enter the name and email address of the potential new employee as shown below. It is vitally important that new employees provide a personal email address. Click on “Complete” and you are done!
NOTIFICATIONS:
If no updated paperwork is needed from the employee; the originator will receive an email with permission to proceed with the PAF.
NOTE: If this person has other current jobs, they will be listed in this email.

Email to originator:

Lisa Batey has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF or an EPAF by logging into PipelineMT (link to PipelineMT). Click on the Employee Tab, then click on the New EPAF link to begin the process to start the work assignment.

Employee information:
M#: M00020091
Name: Lisa Batey
TOrg: T2090B
Dept: Human Resource Services Benefits
Email Address of Employee: Lisa.Batey@mtsu.edu

link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displaylogin

Lisa Batey is currently employed in the following job(s):

Position Number: 609020 - 00
Title: Director-Employee Benefits
Eclass Code: AD
Job Begin Date: 01-JUL-05
Job End Date:
Dept: Human Resource Services AVP
If updated paperwork is needed from the employee; the employee and the originator will receive an email stating what paperwork is needed.

Email to employee:

From: hnotificat@mtsu.edu
To: Gwen Barrett
Subject: IMPORTANT! MTSU EMPLOYMENT PAPERWORK NEEDED

Congratulations Mickey Mouse! You are being hired at MTSU in the following department: Art. Our records indicate that we already have on file some of the paperwork required. In order to begin work you must complete the paperwork listed below that has a "Y" as needed. Please follow the links provided to access each form needed.

I-9 Documentation Needed? Y
http://www.mtsu.edu/hr/docs/HR_New-Hire Chương 5 ONLY_041517177.pdf

W4 Information Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire Packet_W4_ONLY.pdf

Direct Deposit Info Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire Packet_DIRECT DEPOSIT ONLY.pdf

Please return the completed forms to Human Resource Services as soon as possible so you can begin employment. You cannot begin work until the forms are completed.

For some positions, you will also be required to sign an employment contract which will be processed by your department. Please Note: If you are a prospective Graduate Assistant, you are eligible for hire pending approval from the College of Graduate Studies.

Our office is located in the Sam Ingram Building, 2nd Floor. If needed, the following is a link to the campus map: http://www.mtsu.edu/maps/docs/CampusMap.pdf

If you have questions please call Human Resources at 615-898-2929.

Welcome Back to MTSU!

Email to originator:

From: hnotificat@mtsu.edu
To: Gwen Barrett
Subject: PYI - PAPERWORK NEEDED FOR EMPLOYEE

You are attempting to hire Mickey Mouse in the following department: Art. In order for this individual to begin work they must complete the paperwork listed below and return to Human Resource Services.

I-9 Documentation Needed? Y
http://www.mtsu.edu/hr/docs/HR_New-Hire Chương 5 ONLY_041517177.pdf

W4 Information Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire Packet_W4 ONLY.pdf

Direct Deposit Form Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire Packet DIRECT DEPOSIT ONLY.pdf

The individual has been sent an email with links to the forms that need to be completed. The individual MUST NOT begin work until you have received notification from HRS to complete the EPAF or Personnel Appointment Form.
If the employee has either *never worked* for the university OR has a *terminated* record; the employee and the originator will receive an email with instructions for completing the new hire packet.

**Email to employee:**

Congratulations Vann Tate! You are being hired/rehired at MTSU in the following department: Student Programming. A completed New Hire Packet and I-9 verification is required before you can begin work. Please click on the following link [http://www.mtsu.edu/hr/docs/New_Hire_Packet.pdf](http://www.mtsu.edu/hr/docs/New_Hire_Packet.pdf) to access the required paperwork. To expedite completion of your paperwork, you can complete page 3 of the new hire packet (Personal Data Form), which in turn will auto fill the appropriate fields on all of the other forms. Once complete, you can print out the completed packet, sign and bring the packet, along with the required supporting documentation, to Human Resource Services (HRS).

Please follow the directions provided in the new hire packet carefully. You cannot begin work until the required forms are completed and submitted to HRS.

For some positions, you will also be required to sign an employment contract which will be processed by your department. Please Note: If you are a prospective Graduate Assistant, you are eligible for hire pending approval from the College of Graduate Studies.

Our office is located in the Sam Ingram Building, 2nd Floor. If needed, the following is a link to the campus map: [http://www.mtsu.edu/maps/docs/CampusMap.pdf](http://www.mtsu.edu/maps/docs/CampusMap.pdf)

MTSU welcomes you!

**Email to originator:**

You are attempting to hire Vann Tate in the following department: Student Programming. This person has either never worked for the university or their employment has been terminated. A completed New Hire Packet and I-9 verification is required before they can begin work. An email with the following New Hire Packet link [http://www.mtsu.edu/hr/docs/New_Hire_Packet.pdf](http://www.mtsu.edu/hr/docs/New_Hire_Packet.pdf) has been sent to the individual for completion.

Once HRS has received the paperwork you will receive notification to either complete an EPAF or Personnel Appointment Form.

PLEASE NOTE: If you are required to enter an EPAF for this employee you cannot do so until you have received notification. The employee MUST NOT begin work until you have received notification.
Once the requested paperwork has been received and entered into Banner by HRS, the originator will receive an email with permission to proceed with the PAF. 

*If this person did not have an M#, HR would create one and you will receive it in this email.*

Email to originator:

Lisa Batey has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF or an EPAF by logging into PipelineMT (link to PipelineMT). Click on the Employee Tab, then click on the New EPAF link to begin the process to start the work assignment.

Employee information:
- M#: M00020091
- Name: Lisa Batey
- TOrg: T2090B
- Dept: Human Resource Services Benefits
- Email Address of Employee: Lisa.Batey@mtsu.edu

Link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displaylogin

Lisa Batey is currently employed in the following job(s):

- Position Number: 609020 - 00
- Title: Director-Employee Benefits
- Eclass Code: AD
- Job Begin Date: 01-JUL-05
- Job End Date:
- Dept: Human Resource Services AVP
Authorization Card

Once a New Hire Packet has been submitted, we give the new employee an authorization card. These are not meant to replace the email notification, just a means to let you know that this person is valid to begin working as of that date. PLEASE wait for the email notification before starting an EPAF or submitting a paper contract.
To check & see if you have a workflow that has been started or completed...

*Do a Workflow Status Search using the “wildcard” (% sign before and after) and first or last name of the initiator or the employee.*
### Workflow Status Search Results

<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow Specifics Name</th>
<th>Business Process Name</th>
<th>Status</th>
<th>Created</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Hiring Check for Barrett Herzer Submitted by S. Hardebeck</td>
<td>HR Hiring Verification</td>
<td>Completed</td>
<td>05-Sep-2013</td>
<td>10-Oct-2013</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Michele Kelley Submitted by G. Barrett</td>
<td>HR Hiring Verification</td>
<td>Completed</td>
<td>16-Feb-2016</td>
<td>10-Feb-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Dylan Wilks Submitted by G. Barrett</td>
<td>HR Hiring Verification</td>
<td>Completed</td>
<td>09:40:51 AM</td>
<td>09:46:23 AM</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Donald Barrett-Beckers Submitted by S. Partin</td>
<td>HR Hiring Verification</td>
<td>Completed</td>
<td>08-Sep-2015</td>
<td>09-Sep-2015</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Submitted by G. Barrett</td>
<td>HR Hiring Stopped</td>
<td>Stopped</td>
<td>18-Mar-2016</td>
<td>18-Mar-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Ndla Evans Submitted by G. Barrett</td>
<td>HR Hiring Stopped</td>
<td>Stopped</td>
<td>09:40:51 AM</td>
<td>09:46:23 AM</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Gwendolyn Barrett Submitted by G. Barrett</td>
<td>HR Hiring Stopped</td>
<td>Stopped</td>
<td>05-Apr-2016</td>
<td>05-Apr-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Holly Gleason Submitted by G. Barrett</td>
<td>HR Hiring Stopped</td>
<td>Stopped</td>
<td>10-Mar-2016</td>
<td>10-Mar-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Holly Gleason Submitted by G. Barrett</td>
<td>HR Hiring Stopped</td>
<td>Stopped</td>
<td>10-Mar-2016</td>
<td>10-Mar-2016</td>
</tr>
</tbody>
</table>

Search:
- Workflow Organization:  
- Workflow Specifics Name: `sb@barrett`
- Business Process Name: `HR Hiring Verification`
- Start Date: 
- End Date: 
- Status: 

[Search | Clear Search | Reset]
How Do I Get Access To HR Workflow and EPAF?

• You are doing it!!!
• You have to attend a training session before you can receive access and the roster you signed today gives us all the information needed to get you set-up and on your way to using this fast and easy electronic hiring system
• Enjoy!!!!!!
QUESTIONS?

Hiring Verification Workflows: Please contact LaCresha Longwell at x5235 or lacresha.longwell@mtsu.edu